

CERTIFICATION OF ABILITY TO TYPE OR TAKE STENOGRAPHY

To qualify for positions with typing or stenography, candidates must have the ability to type a minimum of 40 words per minute; and for stenography positions, take and transcribe shorthand at a minimum rate of 80 words per minute. This ability may be demonstrated by either work experience, course work or a certificate of proficiency dated within three years.

Please answer the following questions so we may be able to determine if you meet the proficiency requirements.

1. I am able to: Type _____ words per minute with _____ number of errors.

I am able to: Take and transcribe dictation at _____ words per minute with _____ (number of) errors.

2. I have worked as _____ Typist _____ Stenographer _____ Data Transcriber.

My employer was: _____

My dates of employment were from _____ to _____

I typed _____ percent of the time. I took dictation and transcribed _____ percent of the time.

3. I have taken classes in _____ typing _____ shorthand _____ data transcribing

I went to class _____ hours per week at _____

(school/college) from _____ to _____.

4. I have attached a certificate of proficiency dated _____.

A false statement may be grounds for not employing you, or for dismissing you after you begin work and you may be punished by fine or imprisonment (U.S. Code, Title 18, Section 1001). All the information you provide will be considered in reviewing your qualifications.

I certify that all of the statements made by me are true, complete and correct to the best of my knowledge and are made in good faith.

(Print Name)

Signature

Date